2017 February School Census
Data Collection Schedule & Contact Details

Data Collection	Method	Information	Due By Close of business
1. **Student Enrolment Census**	CASES21	In CASES21, click on **Enrolment Census** which is found under Students | Census | Processes. Returns can be submitted from Tuesday, 21 February 2017. Returns submitted prior to this date will not be accepted. Resubmissions will be allowed until 12 pm, Tuesday, 7 March 2017. Information and guidelines for Census collections can be found at: http://www.education.vic.gov.au/school/principals/management/Pages/census.aspx	**Tuesday 28/02/2017**
2. **Teacher Recruitment Difficulty Census**	Internet	Schools can use either the School Edumail or the Principal's Edumail account to login to: http://www.eduweb.vic.gov.au/forms/school/trd	**Tuesday 07/03/2017**
3. **Exit Destination Data**	CASES21	Enter and submit the Exit Destination Data using CASES21. The step-by-step instructions can be found in the *CASES21 Administration user Guide, Chapter 12: Exiting Students and Year 9 to 12 Exit Destinations*. See: CASES21 Portal	**Tuesday 14/03/2017**
4. **Census of Computers in Schools**	Internet	Schools will need to use their School Principal, Learning Technologies Coordinator, Specialist Technician Business Manager, or School Technician's username and password to login to: https://apps.edustar.vic.edu.au/prism select 'Assess' Schools' Specialist Technicians will assist in completing the Census of Computers	**Friday 31/03/2017**

Contact Details for Assistance

Contact Area	Type of Enquiry
Census Hotline Ph: (03) 9637 3225 Fax: (03) 9637 2830 Email: census@edumail.vic.gov.au	Census related queries regarding the: • Student Enrolment Census • Teacher Recruitment Census • Issues related to the census process, the counting of students, student details and current census guidelines • Questions relating to Exit Destination data
Service Gateway https://servicegateway.eduweb.vic.gov.au/MSMSelfService/ DET Service Desk Ph: 1800 641 943 Fax: 1800 672 148 Email: servicedesk@edumail.vic.gov.au	CASES21 system related issues including: • Problems related to the operation of CASES21 programs; and • Other software and hardware (e.g. PC, server, printer) issues. Please use the **Service Gateway** as the preferred option for such enquiries **Census of Computers in Government Schools** queries should be directed to the Service Gateway.